



bestchance is the operating name of Child & Family Care Network Inc.

POSITION DESCRIPTION

Position Title: Assistant Child Care Worker

Reporting to: Room Leader and Child Care Services Manager

Location: bestchance Children's Centre, 583 Ferntree Gully Road

Date: July 2008

Focus:

To assist with providing a stimulating, inclusive and developmentally appropriate program delivered as part of an integrated service.

Objectives:

- To work as a team member to provide a safe and stimulating environment for children's learning development and care.
- To assist with the implementation of high quality children's programs under the guidance of the Room Leader, responding to individual strengths and interests of children and families.
- To assist in creating and maintaining safe, healthy settings that enhance children's autonomy, initiative, self-worth and dignity.

Main Tasks:

1. Assist with all activities of the room under the guidance of the Room Leader.
2. Assist with providing a clean, inviting and stimulating environment both inside and outside the room.
3. Maintain a professional approach to work, which reflects the centre's philosophy, policies and procedures and ensures confidentiality in all aspects of centre operations.
4. Work as an effective team member.

Performance Indicators:

1. Legislative, Accreditation and Organisational Requirements

- a) Maintain knowledge and understanding of, and at all times act in accordance with:
- The Children's Services Regulations 1998
 - The Children's Services Act 1996
 - Occupational Health and Safety Act 1995
 - The Australian Early Childhood Code of Ethics
- b) Refer to and be familiar with:
- **bestchance** Child Family Care Policy and Procedures – in particular Behavior Guidance Policy, Child Abuse Prevention Policy and Privacy Policy
 - National Childcare Accreditation Council (NCAC) – Quality Areas

2. Children's Developmental Programs

- Assist with the implementation of high quality child care programs for individuals and groups based on the strengths and interests of children in care under the guidance of the Room Leader.

3. Relationship with families

- Acknowledge families as a valuable resource and develop positive relationships with them based on mutual respect and open communication.
- Relate sensitively, approaching each child & family with equity regardless of differences in ability, ethnic or family culture, and religious or political background.
- Ensure all interactions with children and families reflect the Centre's Philosophy and Policies.
- Provide high quality customer service to children and families.
- Respond to concerns in a timely manner, directing them to the Room Leader or Child Care Services Manager as appropriate.
- Respect the confidentiality of information relating to parents.

4. Team Work

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service at bestchance Child Family Care.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional training sessions identified by the Child Care Services Manager.
- Accurately and promptly, communicate all messages and report all issues to the Room Leader and/or Child Care Services Manager.

5. Risk Management

- Carry out building, equipment and security checks where appropriate and report all health and safety risks to the Room Leader.
- Become familiar with the Centre's Evacuation Procedures and fire extinguisher positions.
- Engage in emergency evacuation procedures and drills as directed.
- Maintain a high level of hygiene and safety.
- Carry out routine internal and external cleaning and tidying tasks.
- Prepare food and snacks and supervise their consumption as per the Centre's Hygiene Policy and Procedures.

Qualifications and Experience

- Certificate III in Children's Services or experience working within a child care setting.
- A satisfactory current Police Records Check
- A current Victorian Working with Children Check

Selection Criteria:

- Working knowledge of the Children's Services Regulations 1998
- Demonstrated ability to work as part of a team
- Demonstrated ability and willingness to communicate with children, staff and parents

Organisational Relationship

Reports to: Room Leader and Child Care Services Manager

Internal Liaisons: Child Care Staff, Kindergarten Staff, Early Childhood Intervention Staff, Sessional Care Staff, Families accessing service and Administration Staff

Children's Centre information:

bestchance Child Family Care is the operator of the **bestchance** Children's Centre, a recently-constructed state of the art Children's Hub offering a variety of services including Long Day Care, Sessional Care, all day Kindergarten, Early Childhood Intervention program, community space for support agencies and parenting courses.

The Centre was developed to be a leader in early childhood services and is committed to delivering high quality but economically sustainable programs that are practical, reliable and responsive to the life issues of families. Its philosophy is to ensure that programs are based on the latest research and are developmentally appropriate, catering for the individual developmental needs and interests of the children whose families utilise the services.

The Centre's design incorporates environmentally sustainable and water-wise concepts. It is a place where families can come together to learn, be listened to and to interact in a warm positive environment that meets the needs of the community.

Please see www.bestchance.org.au for further information about **bestchance** Child Family Care.

Organisational Information:

A canteen on premises operates during School Terms and there is ample off-street parking.

bestchance is an equal opportunity employer and has a smoke free environment in its buildings and motor vehicles.